



# Department of Defense DIRECTIVE

NUMBER 4515.14

December 29, 1998

DA&M

SUBJECT: Washington Local Commuting Area

References: (a) DoD Directive 4515.14, "Washington Local Commuting Area," May 12, 1989 (hereby canceled)  
(b) Joint Federal Travel Regulations, Volume I, "Uniformed Service Members," current edition  
(c) Joint Travel Regulations, Volume II, "DoD Civilian Personnel," current edition  
(d) Section 2674 of title 10, United States Code

## 1. REISSUANCE AND PURPOSE

This Directive:

1.1. Reissues reference (a) to update policy and responsibility for defining the "Washington local commuting area" for personnel conducting official business from permanent or temporary duty stations located in the National Capital Region (NCR) under paragraph U3500B.2 of reference (b) and paragraph C2400B.2 of reference (c).

1.2. Clarifies when transportation expenses may be authorized or approved for local travel without the issuance of travel orders.

1.3. Deletes the city of Richmond, Virginia, from the "Washington local commuting area."

## 2. APPLICABILITY AND SCOPE

This Directive applies to:

2.1. The Office of the Secretary of Defense, the Military Departments, the Chairman of the Joint Chiefs of Staff, the Defense Agencies, and the DoD Field Activities (hereafter referred to collectively as "the DoD Components").

2.2. The personnel permanently or temporarily assigned to DoD activities located in the NCR, unless some other "local commuting area" has been defined in accordance with paragraph U3500B.2 of the JFTR, Volume I, or paragraph C2400B.2 of the JTR, Volume II (references (b) or (c)).

### 3. DEFINITIONS

#### 3.1. Washington Local Commuting Area

##### 3.1.1. District of Columbia

##### 3.1.2. Maryland

3.1.2.1. Counties of Anne Arundel, Baltimore, Calvert, Carroll, Charles, Frederick, Harford, Howard, Montgomery, Prince George's, St. Mary's, and Washington.

3.1.2.2. City of Baltimore.

##### 3.1.3. Virginia

3.1.3.1. Counties of Albermarle, Arlington, Clarke, Culpeper, Fairfax, Fauquier, Greene, King George, Loudoun, Madison, Orange, Prince William, Spotsylvania, and Stafford.

3.1.3.2. Cities of Alexandria, Fairfax, Falls Church, and Fredericksburg.

##### 3.1.4. Pennsylvania. County of Adams.

3.1.5. And all cities now and hereafter existing in Maryland or Virginia in the geographic area bounded by the outer boundaries of the combined areas of the counties identified in paragraphs 3.1.1. through 3.1.4., above.

3.2. Permanent Duty Station (PDS). The term "Washington local commuting area" is not to be confused with "PDS," which is defined in the JFTR, volume I, and the JTR, volume II (references (b) and (c)), as the "designated post of duty or official

station, the limits of which are the corporate limits of the city or town in which the employee is stationed. If not stationed in an incorporated city or town, the official station is the reservation, station, or established area, or, in the case of large reservations, the established subdivision thereof having definite boundaries within which the designated post of duty is located."

3.3. National Capital Region (NCR). For purposes of this Directive, and in accordance with Section 2674 of 10 U.S.C. (reference (d)), "NCR" is defined as the "geographic area located in the following boundaries:

3.3.1. District of Columbia.

3.3.2. Montgomery and Prince George's Counties in the State of Maryland.

3.3.3. Arlington, Fairfax, Loudoun, and Prince William Counties and the city of Alexandria in the Commonwealth of Virginia.

3.3.4. All cities and other units of government within the geographic areas of such District, those counties, and that city, as defined in paragraphs 3.3.1. through 3.3.3., above."

#### 4. POLICY

It is DoD policy that:

4.1. A local official, as defined in the JFTR, volume I, and the JTR, volume II, shall define the "local commuting area" in which the commuting public travels during normal business hours.

4.2. This Directive defines the "local commuting area" for personnel permanently or temporarily assigned to DoD activities located in the NCR, and for whom some other local official has not defined the "local commuting area."

4.3. Official travel in the local commuting area need not be authorized by issuance of travel orders.

4.4. This Directive should not be read to preclude the issuance of travel orders, reimbursement of travel expenses, and payment of per diem in applicable circumstances, when permitted by JFTR, volume I, and JTR, volume II (references (b) and (c)).

## 5. RESPONSIBILITIES

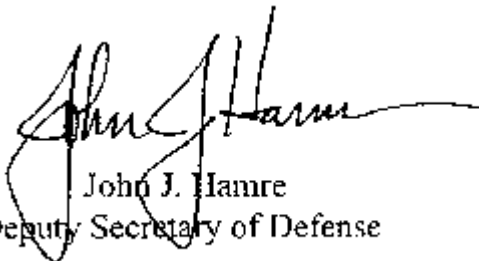
The Heads of Components, located in the NCR, using the definitions in section 3., above, when no other "local commuting area" has been defined in accordance with the JFTR, volume I, or the JTR, volume II (references (b) and (c)), shall determine if:

5.1. Employees may be reimbursed for local travel when conducting official business from a permanent or temporary duty station in the NCR.

5.2. Travel orders must be issued for such travel.

## 6. EFFECTIVE DATE

This Directive is effective immediately.



John J. Hamre  
Deputy Secretary of Defense